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Colonel Baird

25 April 1951

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Suggestions for the Improvement of the Third Class of the Orientation and Indoctrination Course

1. The Third Orientation Course is scheduled to be held 12-15 June 1951.
2. It is proposed that the general approach to the course be similar to that used for the Second Class. Suggestions received from those attending the April class indicate that the following changes and additions might prove fruitful:

- a.) The functional approach was sound, but went a little too far in de-emphasizing the organizational tie-in. Speakers should be asked to be sure and relate the main components of Agency organization concerned, when discussing the particular facet of the process assigned to them. (Last time, the Graphics Registration of O/CD, O/RR's Map Division, and O/O's Foreign Documents Division were touched on very lightly if at all!)
- b.) More time should be devoted to the "Collection" facet of the intelligence process. This might be accomplished by asking Mr. Dulles to introduce the topic and deal with the covert side of collection, then have an O/O speaker discuss not "The Function of O/O", but the broader topic of "The Overt Collection Function in the Intelligence Process."
- c.) Ask the speakers to give a little more on the techniques and methodology involved in carrying out that aspect of the process which they are discussing. [redacted] was praised for this approach in his last address.)
- d.) In announcing the Third Class, send out the CIA Notice, minus the schedule, at least three weeks in advance of the beginning date. At a later date prior to the course, distribute -- on the basis of attendance figures received -- the latest schedule and brief biographical sketches of the speakers.
- e.) Prepare a bibliography of unclassified books which will further an employees understanding of intelli-

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gence work, and hand to each person attending the next class.

f.) More effective use of visual aids.

3. Comments and suggestions concerning ways and means of improving subject course are requested from all members of the Training Office Staff. It would be appreciated if all such comments and suggestions were given to me prior to 1700 Friday, 27 April 1951.

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